

1.

How can you view the print job status of a document sent to a printer?

- a. Click on File < Print
- b. Press Ctrl + P
- c. Click on Devices and Printers in the start menu
- d. Click on the printer icon in the system tray

Correct Answer: c

2. What does hardware installation of a printer involve?

- a. Installing printer software
- b. Connecting the main power cable
- c. Inserting the CD containing printer-driver
- d. Choosing the default printer

Correct Answer: b

3. Where can you find information such as Document Name, status, Owner, Pages, Size, Submitted date/time, and port for a printer?

- a. Clicking on File < Print
- b. Opening MS Word file
- c. Clicking on the printer icon in the system tray
- d. Clicking on Devices and Printers in the start menu

Correct Answer: d

4. What is the purpose of the Restore down button in MS Word?

- a. To minimize the window
- b. To restore the window to a smaller size on the desktop
- c. To close the document
- d. To open a new document

Correct Answer: b

5. How can you open an existing document in MS Word?

- a. Click on File < Save
- b. Press Ctrl + O
- c. Press Ctrl + N
- d. Click on File < Print

Correct Answer: b

6. What is the function of the cursor in MS Word?

- a. It shows the position of the text to be entered next.

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- b. It closes the document.
- c. It saves the document.
- d. It opens a new document.

Correct Answer: a

7. How can you change the display mode in MS Word?

- a. Click on File < Open
- b. Click on View < Document Views
- c. Press Ctrl + P
- d. Press Ctrl + S

Correct Answer: b

8. What is the purpose of the Edit ribbon tabs in MS Word?

- a. To change the display mode
- b. To insert text into a document
- c. To customize the ribbon bar
- d. To open an existing document

Correct Answer: c

9. How can you adjust the zoom level in MS Word?

- a. Press Ctrl + P
- b. Click on File < Save
- c. Click on View < Zoom
- d. Press Ctrl + N

Correct Answer: c

10. What is the function of the Undo Command in MS Word?

- a. To redo the last action
- b. To close the document
- c. To minimize the window
- d. To undo the last action

Correct Answer: d

11. How can you save a document to another location in MS Word?

- a. Click on File < Save
- b. Press Ctrl + S
- c. Click on File < Save As
- d. Press Ctrl + O

Correct Answer: c

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12. What does the Minimize button do in MS Word?

- a. To maximize the window
- b. To minimize the window
- c. To restore down the window
- d. To close the document

Correct Answer: b

13. What information does the status bar at the bottom of the document contain?

- a. Document Name and Pages
- b. Current page and word count
- c. File format and size
- d. Display mode and zoom level

Correct Answer: b

14. How can you open MS Word in Windows 7?

- a. Click on File < Open
- b. Press Ctrl + S
- c. Click on All Programs < Microsoft Office < Microsoft Office Word
- d. Press Ctrl + O

Correct Answer: c

15. What is the purpose of the Print Layout display mode in MS Word?

- a. To view the document as it will appear when printed
- b. To read the document in full-screen mode
- c. To view the document in outline form
- d. To edit the document in draft mode

Correct Answer: a

16. How can you move a ribbon tab up or down in MS Word?

- a. Right-click on the ribbon tab and select Customize
- b. Click on View < Document Views
- c. Use the Minimize button
- d. Use the + and – signs in the document

Correct Answer: a

17. What is the default screen layout in MS Word when it is opened?

- a. Print Layout
- b. Full Screen Reading
- c. Web Layout

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d. Draft

Correct Answer: a

18. What does the ruler at the upper side of the document show in MS Word?

- a. Starting and ending of a line
- b. Starting and ending of the document
- c. Starting and ending of a paragraph
- d. Starting and ending of a word

Correct Answer: a

19. How can you close a single document in MS Word?

- a. Press Ctrl + W
- b. Click on File < Close
- c. Click the cross button at the upper right corner
- d. Press Ctrl + Q

Correct Answer: b

20. Where can you find the Help button in MS Word?

- a. At the bottom right of the document
- b. At the upper right corner of the screen
- c. In the Edit Ribbon Tabs
- d. In the File Menu

Correct Answer: b

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